

BELL CANYON COMMUNITY SERVICES DISTRICT
30 HACKAMORE LANE
BELL CANYON, CALIFORNIA 91307

MINUTES OF BELL CANYON CSD REGULAR MEETING ON February 27, 2023

In accordance with Government Code Section 54954, Notice is hereby given that the Board of Directors of the Bell Canyon Community Services District held a Regular meeting at 7:00PM on Monday, February 27, 2023, to consider those items set forth in the posted agenda, except in accordance with Government Code Section 54954.2(b). Please note that the Board reserved the right to modify the order (listed in the agenda) in which items were heard.

1. Call to Order and Roll Call: The meeting commenced at 7:10 PM with four Directors present (Peter Machuga (Vice President), Richard Levy, Michael Robkin (President), and Eric Wolf). Judy Lantz was absent. Also present were Pam Lee, BCCSD Counsel, and Greg McHugh, Interim General Manager.

2. Presentation of Award for winning the Logo Contest

Sean Koppenhaver received the \$150 award for winning the District Logo contest with the following design that will be used to develop a new logo for the District:



3. Public Comment with the CHP agenda item:

- Daniel Samimi:
 - Do we have to get it from Moorpark? The LA office is much closer and reduces commute time
 - Against it
 - Start at maximum
 - Have 4 hours of patrol to reduce ratio of overhead (commute time)
- Jerry Murphey:
 - Last time we had CHP in it resulted in a lot of stop sign and equipment tickets
 - It did not impact people speeding down Bell Canyon Road, Hackamore, etc.
- Occasionally Have CHP here on Friday or Saturday nights
- Garrett Clancy:
 - Can't wait to see them coming in
 - Their presence is a great deterrent
 - Can wait for a hour from Moorpark



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- Bob Clarke:
 - This is fantastic!
 - If people want to run stop signs or speed then get them!
- Lisa Riccomini:
 - Thank you for your efforts. The ultimate goal is to reduce speeding. Want to enjoy and be safe in our community. Thank you.

4. CHP update and proposal

Greg McHugh presented a proposal for bringing in the CHP to enforce the California Vehicle Code on Bell Canyon streets. Proposal and related documents attached. There was board discussion that included comments on maximizing patrol hours, occasionally having more than one officer in at the same time, asking for input from the community on possible metrics, trying to maximize safety, and how to communicate with the community. (Contract attached – handed out in meeting.) P. Machuga moved that the proposal be implemented. M. Robkin seconded. The motion passed as follows:

Ayes: R. Levy, P. Machuga, M. Robkin

Noes:

Abstain: E. Wolf

5. Open Forum/Comments

- Daniel Samimi: Too much cash in the checking account. Should be in an interest bearing account.
- Jerry Murphey:
 - Trash cans can be a wonderful array of colors. Our color code is different from Los Angeles.
 - Printing on the cans is illegible.
 - Most plastic is trash and most people are not aware of that.
 - We a supposed to wash our trash cans. They should do it.
- Tom Johns:
 - The crosswalk at Bell Canyon Road and Hackamore Lane would b be better with in ground lighting.
 - We should install solar powered speed limit signs displaying the drivers speed and strobe lights to slow them down when they are speeding.

6. Agenda Item Comments

1. Auditor Status

- Lisa Riccomini: What happened to our previous auditor?
Answer: Auditing a government agency requires a special qualification. Our auditor decided it was not worth the expense and effort to maintain that qualification as we were his only government client. He decided not to do that anymore.

2. Other

- Tom Johns: We should include the gate personnel on the web site.
Answer: Gate personnel are HOA employees and if on any website it should be the HOA's.
- Micki Davidovicz: Please include Director bios on the website



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7. Business Items

a. Approval of prior meeting minutes

- Minutes from the 2/13/23 Special Meeting were reviewed.
- R. Levy moved that the minutes be approved. E. Wolf seconded. Motion passed as follows:
Ayes: Machuga, Levy, Robkin, Wolf
Noes:
Abstain:

b. Second reading of three new ordinances

- Ordinance 23-01 - re (SB 1383) Organic Waste
 - M. Robkin moved to wave the second reading and adopt the ordinance. R. Levy seconded. In discussion P. Machuga suggested we communicate with residents to help them comply. P. Lee noted that informational flyers had been sent to residents earlier in the year. The motion passed as follows:
Ayes: Machuga, Levy, Robkin, Wolf
Noes:
Abstain:
- Ordinance 23-02 – re Graffiti Abatement
 - E. Wolf moved to wave the second reading and adopt the ordinance. M. Robkin seconded. The motion passed as follows:
Ayes: Machuga, Levy, Robkin, Wolf
Noes:
Abstain:
- Ordinance 23-03 – Security Services
 - E. Wolf moved to wave the second reading and adopt the ordinance. P. Machuga seconded. The motion passed as follows:
Ayes: Machuga, Levy, Robkin, Wolf
Noes:
Abstain:

c. Auditor status

- R. Levy reported that the prior auditor Victor Yu is no longer able to audit government agencies. He had to keep up with extensive continuing education and decided it was not worth it for one client. Richard contacted 16 firms. Two responded. Vasquez and Company in Glendale is \$18,900. Eadie and Payne in Riverside is \$15,000 plus \$2,500 the first year.
- R. Levy moved that we engage Eadie and Payne. P. Machuga seconded. The motion carried as follows:
Ayes: Machuga, Levy, Robkin, Wolf
Noes:
Abstain:

d. Historical Document Committee update

- No progress made. Before starting we need to develop a process to insure integrity of documents per preservation of evidence letter received from Adam Feldman, Attorney, on behalf of Mike Klein.



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e. Update on establishing the Recreation Advisory Committee

- Announcement of search for 2-3 residents with to be appointed by the board to serve on this Advisory Committee. G. McHugh reviewed process. Each Director may nominate one candidate.
- E. Wolf moved to accept process. M. Robkin seconded. The motion carried as follows:
Ayes: Machuga, Levy, Robkin, Wolf
Noes:
Abstain:

f. Financial Report

- G. McHugh presented a financial update that included an actual amount spent in each category through 1-31-23 and a forecast through 6-30-23. The Board recommended updating the Waste Management budget and the CHP budget with the amount forecasted. G. McHugh also recommended updating the Reserve Policy to require a reserve of \$375,000 instead of \$195,000.

The updated policy is:

It was resolved that the CSD shall have a policy having reserves to cover all expenses including trash services for a period of no less than six months. The current requirement for reserves is \$375,000. The CSD board resolved to have those funds kept in a separate bank account.

- E. wolf moved the reserve policy recommendation be accepted. P. Machuga seconded the motion. The motion passed as follows:
Ayes: Machuga, Levy, Robkin, Wolf
Noes:
Abstain:
- M. Robkin moved to approve the Financial Report. R. Levy seconded. The motion passed as follows:
Ayes: Machuga, Levy, Robkin, Wolf
Noes:
Abstain:

g. Website update

- G. McHugh reviewed progress in the last 30 days and what is needed to qualify for SDLF certification. Copy attached.

h. Mission Statement

- G. McHugh presented a suggested mission statement. The following Mission Statement resulted from board discussion:

The Mission of the Bell Canyon Community Services is to effectively provide necessary services to protect the safety and property and improve the quality of life of the community by providing the following services to the people of the District:

- *Rubbish, recycling and greenwaste removal*
- *Enhanced traffic patrol under the provisions of a contract with the California Highway Patrol*
- *Emergency medical (advanced life support) services under the provisions of a contract with the City of Los Angeles Fire Department*



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- *Organize, promote, conduct and advertise community recreation programs*
 - *Security services, including but not limited to burglar and fire alarm services to protect lives and property*
 - *Graffiti abatement*
- E. Wolf moved that the statement be approved. M. Robkin seconded. The motion passed as follows:
Ayes: Machuga, Levy, Robkin, Wolf
Abstain:

8. Executive Session

- a. Conference with Legal Counsel – Anticipated litigation (Gov. Code § 54956.9(d)(4): 1 matter)
- The matter was discussed with no reportable action taken.

9. Reports/Next Meeting

- Next Special Meeting Wednesday, 3/15/23 (at LAFCo Hearing on SOI)
- Next regular meeting Monday, ~~6/27/23~~ 3/27/2023

10. Adjournment

Meeting was adjourned at 9:30 PM

REIMBURSABLE LETTER OF AGREEMENT

CHP 465 (Rev. 9-08) OPI 071

THIS AGREEMENT, Reimbursable Services Control Log # _____ made and entered into this 1st day of April, 2023, by and between the State of California, acting by and through the Department of California Highway Patrol, hereinafter called CHP, and Bell Canyon Community Services District, hereinafter called Company.

WITNESSETH: By and in consideration of the covenants and conditions herein contained, Company and CHP do hereby agree to the following terms and conditions:

- When traffic control security services vehicle inspections other details for Enforcement are required, CHP agrees to provide uniformed personnel with motorcycles and/or patrol vehicles to assist with the Enforcement.
- The term of this agreement will be 04/01/2023 to 06/30/2023.
- CHP Coordinator shall be Officer Timothy Wren, telephone number (805) 553-0800.
- In the event of a disaster or unforeseen emergency, this agreement may be canceled without prior notice by CHP.
- This agreement may be amended in writing by mutual consent of the parties hereto.
- The hours and miles indicated in this agreement are for estimate purposes only. Actual time and vehicle mileage will be charged. This includes travel between the CHP Division or Area office and the service location.
- The rates indicated in this agreement are for estimate purposes only. Any increases in overhead, mileage, damaged uniforms, privately-owned safety equipment, salaries and benefits are governed by collective bargaining agreement and/or statute. In the event of a rate increase, Company agrees to pay the increased rates.
- In consideration for the above services and upon receipt of an itemized invoice, Company agrees to reimburse CHP for the actual costs incurred at the time services are provided. Rates charged to Company shall in no event exceed the actual costs to the CHP to perform the requested services. The following cost information is for estimate purposes only:

Sergeant:	_____ hrs.	@	\$ _____	\$ _____
Officer:	<u>109</u> hrs.	@	\$ <u>113.58</u>	\$ <u>12,380.22</u>
Vehicle mileage:	<u>2,000</u> miles	@	\$ <u>1.51</u>	\$ <u>3,020.00</u>
Motorcycle mileage:	_____ miles	@	\$ _____	\$ _____
Other expenses:	_____			\$ _____

TOTAL ESTIMATED COSTS (Estimate exceeding \$50,000 shall be forwarded on a CHP 78, Contract Request, to Business Services Section, Contract Services Unit): \$ 15,400.22

- Payment/Deposit/Purchase Order shall be required before services can be performed.
 - Amount of Deposit collected: \$ _____
 - Check Number/Purchase Order Number: _____
 - Cash Receipt Number: _____

10. _____ Company _____ agrees that additional charges, which are directly related to the services provided, may be assessed for CHP supplies, additional equipment utilized, damage to uniforms, or property repaired or replaced at CHP's expense.
11. If the CHP uniformed employee has reported to the assigned location and has worked less than four (4) hours, _____ Company _____ agrees to pay every assigned uniform employee a minimum of four (4) hours overtime. Exception: This does not apply to those cases when the hours worked are part of an extended shift.
12. _____ Company _____ will not be charged for cancellations made more than 24 hours prior to the scheduled assignment.
13. _____ Company _____ agrees that if cancellation is made within 24 hours prior to the scheduled assignment and the assigned CHP uniformed employee(s) cannot be notified of such cancellation, a minimum of four (4) hours overtime will be charged for each assigned uniformed employee.
14. _____ Company _____ agrees that if cancellation is made within 24 hours prior to the scheduled assignment and the CHP employee **is notified** of such cancellation, _____ Company _____ will only be charged a short notice cancellation fee of \$50.00 per assigned CHP uniformed employee.
15. All cancellation notices to CHP must be made during normal CHP business hours of 8:00 a.m. to 5:00 p.m., Monday through Friday, excluding legal holidays. Cancellation notices shall only be accepted by the appropriate CHP Division or Area office.
16. CHP agrees to make reasonable efforts to notify those CHP uniformed employees of the cancellation.
17. No additional gifts, donations, or gratuities may be accepted by the California Highway Patrol employees on their behalf or on behalf of the Department, informal squad fund or other local funds.
18. A county, city, district, or other local public body must provide the state with a copy of a resolution, order, motion, or ordinance of the local governing body which by law has authority to enter into an agreement, authorizing execution of the agreement.

STATE OF CALIFORNIA
Department of California Highway Patrol

03/01/2023

Commander Signature Date

Jeremy Key, Lieutenant
Printed Name

Commander
Title

Moorpark / 770
Location Code

For use by City/County Clerk	
Approved as to form by	Date

REQUESTOR'S NAME

03/01/2023

Signature Date

Gregory McHugh
Printed Name

Interim General Manager
Title

30 Hackamore Lane Suite 2b
Address

Bell Canyon CA 91307
City State Zip Code

(925) 788-8870
Telephone Number

This agreement under \$50,000 is exempt from Department of General Services' approval in accordance with the State Administrative Manual.